

## **BYLAWS FOR SUMMERVILLE CATHOLIC SCHOOL ADVISORY BOARD**

### **ARTICLE I – NAME**

The name of the organization shall be Summerville Catholic School Advisory Board.

### **ARTICLE II – OBJECTIVES**

The objectives of this organization shall be to:

1. Act in an advisory capacity to the Pastor of St. John the Beloved Church in his role as canonical administrator of the School and to the Principal.
2. Assist in developing and monitoring the annual budget, including the sources for funding the budget.
3. Assist in evaluating the effectiveness of Summerville Catholic School.
4. Assist in establishing and maintaining long-term planning.
5. Assist in identifying the need for and development of policies.
6. Review the School Handbook annually.

### **ARTICLE III – MEMBERSHIP**

#### Section 1.

The Board shall be composed of no fewer than six (6) members and no more than eight (8) voting members, who shall be elected by the existing Board members once their names have been submitted for consideration. There will be a minimum of one voting member from the parishes of St. John the Beloved, St. Theresa, and Immaculate Conception. In addition, the President of the Parent School Association (PSA) will serve as a voting member on the School Board.

#### Section 2.

The Principal and Pastors shall serve as ex-officio members of the Board.

#### Section 3.

Membership shall be open to school parents and parishioners. Pastors, the Principal and Board members will identify potential candidates. Members representing each parish will be subject to the approval of the Pastor of that parish. The Pastor of St. John the Beloved Church will review all additional applications and resumes and forward recommendations to the total Board for approval. The Board will approve new members at the Maymeeting. New members will attend the June Board meeting.

#### Section 4.

Members shall be elected for one three (3) year term (or less, if it is for an unexpired term). Terms may be extended by the Pastor and/or the Principal for one (1) additional year. A former Board member may resubmit an application after one year off the Board. Terms shall be staggered to insure that turnover is limited to approximately one-third of the total Board members.

Section 5.

A Board member may resign by presenting written notice to the Board secretary at least two (2) weeks prior to resignation.

Section 6.

A Board member may be removed from the Board for failure to attend three regular meetings in a year.

Section 7.

No member shall receive any compensation for his/her services.

**ARTICLE IV – OFFICERS**

Section 1.

The officers of the Board shall be president, vice-president, and secretary.

Section 2.

Officers shall be elected by the Board from within its own ranks at the September meeting.

Section 3.

The duties of the officers will be as follows:

- A. The president shall preside at all regular and special meetings and will assign appropriate regular and/or special duties to members as necessary.
- B. The vice-president shall perform all the duties of the president when the president is absent or unable to serve.
- C. The secretary shall record and maintain minutes of all regular and special Board meetings; be custodian of the bylaws; present the minutes and other material as required at the meetings; answer correspondence; and preserve all reports and documents committed to his or her care.

Section 4.

Officers shall be elected for a term not to exceed one (1) year. No member of the Board shall be eligible to serve more than two (2) consecutive terms in the same office. He/she may, however, serve in another office.

Section 5.

In the event of an officer vacancy, the Board shall appoint a member to fill the vacancy for the duration of the term.

**ARTICLE V – MEETINGS**

Section 1.

The Board will ordinarily meet the second Tuesday of the months of September through June. Board members may vote to reschedule a meeting at the previous month's meeting.

Section 2.

Special meetings may be called as necessary subject to approval of the Pastor of St. John the Beloved.

Section 3.

A majority of members shall constitute a quorum. The Pastor of St. John the Beloved Church (or his representative) must be present.

Section 4.

While consensus is most desirable and should be sought when decisions are made, a simple majority of those present and voting will carry any motion.

Section 5.

Any person with business to be acted upon by the Board must submit his/her business in writing to a Board member two weeks prior to the regular meeting. This business would be discussed on the agenda as new business.

## **ARTICLE VI – COMMITTEES**

The Board shall create and appoint members to such committees as it deems necessary. Committee members need not be members of the Board.

## **ARTICLE VII – CONDUCT OF MEETINGS**

Section 1.

The rules of parliamentary procedure as contained in Roberts Rules of Order shall govern meetings of the Board.

Section 2.

The ordinary order of the meeting and minutes will be:

- A. Opening Prayer
- B. Approval of Minutes
- C. Principal's Report
- D. Committee Reports
- E. PSA Report
- F. Old Business
- G. New Business
- H. Adjournment
- I. Closing Prayer

## **ARTICLE VIII – AMENDMENT OF THE BYLAWS**

These bylaws may be amended at any regular meeting of the organization by a two-thirds majority vote, provided that the amendment has been presented in writing at least two (2) weeks prior to the meeting.

**Adopted: 2/19/08**

**Signature:** \_\_\_\_\_  
Pastor, St. John the Beloved